



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SAFETY ADMINISTRATOR

Job Number: 20000788

Job Code: 32050V000101

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and/or administers safety and/or health programs and activities for an agency; may provide functional supervision and /or implementation of safety and/or health program strategies, policies and procedures; provides oversight, expertise, training and/or technical guidance in all aspects of the safety and/or health program(s); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in the area of safety operations and/or inspection.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative, safety operations and/or inspection experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and/or administers the development and /or implementation of effective safety and/or health programs. Performs functional supervision over the implementation of safety and/or health program strategies, policies and procedures. Formulates, implements and/or adheres to safety and/or health program policy and procedures. Writes detailed reports actions plans and/or recommendations for project development and corrective measures for appropriate staff. Administers safety and/or health programs, training and/or activities with other employees. Reviews accident and inspection reports to determine if corrective actions are required. Advises and assists other employees on highly technical safety issues and interpretations. Conducts special safety and/or health investigations as required. Visits agency facilities and/or job sites to evaluate safety and/or health program performance, results, activities and/or adherence to policy and procedures. Researches technical publications, materials and/or literature to remain abreast of the most current occupational safety and/or health requirements. Uses various means to accumulate statistics that would indicate accident trends and causes. Instructs, trains and/or lectures group on safety and/or health requirements. Reports directly to the organization's safety and/or health managers and/or top management officials to ensure all areas of the organization's safety and/or health program, policies and/or procedures are being addressed and enforced throughout the agency.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbent must be able to bend, stoop, crawl and/or climb.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent must be able to make oral presentations. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.